

CSO Solicitation No. 2138 – 2139 Highway and Bridge/Structure Design Services
THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage two professional consulting engineering firms to provide task-based engineering services to aid in the preparation of design plans, estimates, specifications, and related data and studies. In addition, the firms must have the capability of providing the Department with expertise in other functions, such as, but not limited to, survey, preparation of environmental documents and permit applications, soils engineering, hydraulic engineering, drafting, photography and graphics for public hearings, preparation of property maps, stormwater discharge certification, contract processing, title search, and typing and clerical functions for engineering studies and reports. Also, the possibility of placing an on-site designer at Department Headquarters to assist in-house design team efforts.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models (surfaces), Alignments, Contract Plans, and/or all other Electronic Engineering Data) in MicroStation format from Bentley Systems, Inc. In addition, the Department has upgraded its CADD software to MicroStation V8i (select series 1) and Bentley InRoads Suite V8i (select series 1), and future submissions will be required to comply with that format.

The agreement will cover a three-year period with provisions for a one-year extension to complete previously assigned tasks only. It is anticipated that up to 75 tasks will be assigned to each of the selected firms and the expected commencement date is Fall 2011.

Please be advised that the selected firms will not be eligible to offer their services, either as a prime consultant or sub-consultant, for the construction phase of the specific Department projects for which services were provided by that firm in the preparation of the final contract documents.

If your firm desires to be considered for this assignment, your submittal should consist of a one-page Letter of Interest and ConnDOT form CSO255 with a maximum of five (5) resumes. One of the resumes must be that of the proposed Engineer-in-Charge of the work as well as assurance that he/she will be available for work when required. **Four (4) copies of the submittal are required and must be postmarked or hand-delivered by 4:30 p.m. on June 3, 2011.** Included in the submittal must be a brief narrative summarizing your firm's current workload and a description of the proposed staff, qualifications, and discipline experience and expertise in: (1) project administration; (2) highway and bridge design; (3) survey, including aerial photogrammetric reduction; (4) environmental design; (5) computer-aided design and drafting; and (6) familiarity with Department policies, procedures and standards. The location of the office, where the work will be performed, and the staff size of that office should also be indicated.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Please be advised that there is no disadvantaged business enterprise (DBE) goal assigned for this project. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Please be advised that the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date

is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is April 11, 2011. This is the date the selected firms must use when completing Form 1 at the time the agreement/contract is executed in accordance with Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit), in its revised format (Rev. 02-01-10), must be completed and **one copy** should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts as defined in Conn. Gen. Stat. §9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice is attached hereto and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firms will also be required to maintain insurance coverage from a firm satisfactory to the State of Connecticut. Proof of coverage must be submitted on acceptable insurance forms prior to the start of the negotiations process.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work for the firms selected for this assignment. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must also be pre-qualified in the particular year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for letters-of-interest shall be directed to the Consultant Selection Office at (860)594-3017.